

~~CONFIDENTIAL~~

Chief, Management Staff

19 July 1956

Chief, Records Management Staff

Weekly Report - Week Ending 18 July 1956

1. Fourteen new and 4 revised forms were completed.
2. Schedules for the regular deposit of vital materials have now been completed by all major organizational units of the Agency except the Office of the Comptroller.
3. Informal recommendations have been submitted to Mr. [REDACTED] for the improvement of 20 of the 102 administrative reports prepared in the ID/I area. He will request the assistant directors to follow up on these proposals and report the results to us.
4. The area records officer for the Office of Personnel advises that the new P.H.S. (Personal History Statement) form has been approved by the Deputy Director of the Agency.

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MgtS/RMS/[REDACTED]:pat (7/19/56)


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